

APPENDIX 4A-1

TO ANNOUNCE A POSITION
CHECKLIST

SF 52 - To announce a position (Fill)

1. Indicate in Remarks Section if position is to be filled via Merit Promotion only.

2. Signatures: Part A

Block 5. Signature of individual requesting the position be announced. Normally, this will be the first-level supervisor. The referral certificate will be sent to the individual whose name appears in block 5.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum may be used for the signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted the command.

3. ANG request should have functional code entered in Part B, block 15.

4. Prior to requesting fill of a position the position description must be reviewed and the following statement entered in Part D, "The position description for this vacancy has been reviewed and a determination made that it accurately and adequately describes the duties to be performed. Incumbency of this position is necessary to accomplish the mission of this organization."

5. Indicate in Part D - Remarks, if a security clearance is required for the position. Normally the security clearance required for performance of technician duties will be the same as that required for his/her compatible military assignment.

6. Submit original only.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested FILL	2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 28 FEB 09

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date								
FIRST ACTION											
5-A. Code	5-B. Nature of Action										
5-C. Code	5-D. Legal Authority										
5-E. Code	5-F. Legal Authority										
7. FROM: Position Title and Number											
SECOND ACTION											
6-A. Code	6-B. Nature of Action										
6-C. Code	6-D. Legal Authority										
6-E. Code	6-F. Legal Authority										
15. TO: Position Title and Number											
TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)											
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF					

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
POSITION DATA			
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE
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OVER

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NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

The position description for this vacancy has been reviewed and a determination made that it accurately and adequately describes the duties to be performed. Incumbency of this position is necessary to accomplish the mission of this organization.

Merit Promotion

Vice: Jane L. Doe - Retiring 30 Mar 09

Security Clearance Required: Secret

Max Grade:

If supervisor's position, enter both maximum and minimum grade.

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4B-1

**CONVERSION OF INDEFINITE TECHNICIAN TO PERMANENT
WHEN ORIGINAL ANNOUNCEMENT PROVIDES FOR CONVERSION WITHOUT
FURTHER COMPETITION**

CHECKLIST

SF 52 - Conversion to Permanent from Indefinite

1. SF 52 will be prepared and forwarded thru channels to HRO.
2. Signatures: Part A

Block 5. Signature of the individual making recommendation to TAG for appointment. Normally, this will be the first-level supervisor of the position.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signature of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted his command.

3. Submit original only.

REQUEST FOR PERSONNEL ACTION

APPENDIX 4B-2

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested CONVERSION TO PERMANENT FROM INDEFINITE		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

SECOND ACTION

7. FROM: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)						15. TO: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)							
8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 09	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 09	19. Step or Rate	20. Total Salary/Award	21. Pay Basis		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF						22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF							

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Pref for RIF YES NO	
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant	
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career		35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA					

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

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OVER

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NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

This position is now a permanent position and incumbent is being converted to permanent with competition due to previous competition on Announcement Number 09-000.

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

APPENDIX 4C-1

PROMOTION WITHOUT COMPETITION
CHECKLIST

SF 52 - Promotion Without Competition

1. SF 52 will be prepared and forwarded thru channels to HRO.

2. Signatures: Part A

Block 5. Signatures of the individual making recommendation to TAG for promotion. Normally, this will be the first-level supervisor.

Block 6. Signatures of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted his command.

3. Submit original only.

4. The following are actions that may be exempt from competition.

a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of over graded technicians entitled to grade retention as a result of RIF or reclassification.

c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).

d. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.

e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.

f. Position change to a position having no higher promotion potential.

- g. Position change required by RIF procedures.
- h. Temporary promotion of 120 days or less.
- i. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

REQUEST FOR PERSONNEL ACTION

APPENDIX 4C-2

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested PROMOTION		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)	15. TO: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)
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8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 09	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 11	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF	22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF
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EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Incumbent is being promoted to the GS-11 level due to previous competition on Announcement Number 09-283. Incumbent now meets full qualifications for the GS-11 level and an Individual Development Plan is attached to verify qualifications.

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4D-1

TEMPORARY APPOINTMENT
CHECKLIST

SF 52 - Temporary Appointment

1. Part A, Block 1 - Enter "Temporary Appointment NTE_____" and enter date temporary appointment terminates.
2. In the remarks section (Part D) thoroughly justify the need for a temporary employee.
3. Signatures: Part A

Block 5. Signature of individual making recommendation to TAG for appointment. Normally, this will be the first level supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he is the individual who administers the program ceiling which TAG has allotted his command.

4. OF 612 must be attached. If the individual has prior active military service, a copy of his/her DD Form 214 must be attached.
5. Temporary technicians are not required to meet military compatibility requirements unless the appointment exceeds 24 months.

REQUEST FOR PERSONNEL ACTION

APPENDIX 4D-2

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested TEMPORARY APPOINTMENT NTE 26 JULY 09		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	4. Effective Date
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FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

TRAINING TECHNICIAN
R0255100 FC: 3310 (List FC if Air Guard)

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 09	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

JFHQ, AL, P.O. BOX 3711
MONTGOMERY, AL 36109-0711
HQ, 1/167TH INF

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule
				33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
		50. Veterans Status	51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

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NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

A temporary employee is needed to assist with the workload due to the absence of the incumbent who is recovering from an automobile accident.

UIC of Individual's Unit: W8ASAA (Army Guard only)

Individual's Duty MOS: 71L40 (Army Guard only)

Individual's Rank: SFC (Both Air and Army Guard)

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

APPENDIX 4E-1

EXTENSION OF TEMPORARY APPOINTMENT
CHECKLIST

SF 52 - Extension of temporary appointment

1. SF 52 should be submitted if an extension of the temporary appointment is needed.
2. Part A, Block 1 - Enter "Extension of Temporary Appointment NTE ____" and enter date extension of appointment will terminate.
3. Enter in the remarks section (Part D) thorough justification for the extension.
4. Signatures: Part A

Block 5. Signature of immediate supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be used for signature of other individuals in the chain of command.

5. The SF 52 requesting an extension of a temporary appointment must be forwarded so as to arrive at the Human Resources Office at least five (5) working days prior to the date the temporary appointment expires.

6. Submit original only.

REQUEST FOR PERSONNEL ACTION

APPENDIX 4E-2

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested EXTENSION OF TEMPORARY APPOINTMENT NTE 26 JUNE 09		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

TRAINING TECHNICIAN
R0255100 FC: 3310 (List FC if Air Guard)

15. TO: Position Title and Number

TRAINING TECHNICIAN
R0255100 FC: 3310 (List FC if Air Guard)

8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 09	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 09	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

JFHQ, AL, P.O. BOX 3711
MONTGOMERY, AL 36109-0711
HQ, 1/167TH INF

22. Name and Location of Position's Organization

JFHQ, AL, P.O. BOX 3711
MONTGOMERY, AL 36109-0711
HQ, 1/167TH INF

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

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NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Incumbent of this position will not return from sick leave as anticipated.

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

APPENDIX 4F-1

TERMINATION OF TEMPORARY TECHNICIAN PRIOR TO NTE DATE **CHECKLIST**

SF 52 - Termination of Temporary Technician prior to NTE Date

1. A SF 52 should be submitted if the services of the temporary technician are no longer required. The remarks section should contain a statement as to the reason for the termination. Also, the technician should be notified as far in advance as possible. If a technician does not work the full term of his/her appointment as originally scheduled and he/she elects to resign, a SF 52 should be submitted for resignation.

2. Signatures: Part A

Block 5. Signature of immediate supervisor or technician if action is a resignation.

Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be used for signatures of other individuals in the chain of command. The AO of the major command must sign in block 6 as he/her is the individual who administers the program ceiling which TAG has allotted his/her command.

3. Submit original only.

REQUEST FOR PERSONNEL ACTION

APPENDIX 4F-2

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested TERMINATION OF TEMPORARY APPOINTMENT PRIOR TO NTE DATE		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 06-20-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) JANE L. ANYONE, AO, 23 FEB 09

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	4. Effective Date
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FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

TRAINING TECHNICIAN
RO255100 FC: 3310 (List FC if Air Guard)

15. TO: Position Title and Number

8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 09	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

JFHQ, AL, P.O. Box 3711
MONTGOMERY, AL 36109-0711
HQ, 1/167TH INF

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use	26. Veterans Pref for RIF YES NO		
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant	
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career			35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location) MONTGOMERY, MONTGOMERY, ALABAMA					

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

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A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

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NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Incumbent of this position will return to duty from LWOP on 21 June 2009.

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50